DEPARTMENT OF COMMUNITY DEVELOPMENT AND PLANNING ELECTRONIC FORMS

The Department of Community Development and Planning (DCDP) offers certain forms in electronic format to make the process of completing forms easier for those who are computer users. The electronic forms are executable files (approximately 500K) created in OmniForm. Use these forms if you have Windows NT, Windows XP, Windows 2000, Windows ME, Windows 95, or Windows 98. The electronic forms are program files that must be opened from your desktop. Do *not* attempt to open the files with a word processing application such as Word.

Using DCDP electronic forms is an option. *Because the forms are still somewhat experimental, please make sure you have sufficient time to complete and submit a form using the hard copy version, if necessary.* We will continue to add other DCDP forms to the website as they are revised and published in electronic format.

If you have **technical questions about using the electronic forms, call the DCDP Electronic Forms Technical Assistance Line (352-4996)** Monday through Friday from 7:30 a.m. to 5:00 p.m. Leave a brief message with your name, phone number, and your specific question about using the electronic form. An electronic forms specialist will return your call.

Instructions for Using the Electronic Forms

1. **Print and review these instructions.** If you are completing an application form, also print and review any related program guidelines, application instructions, and other DCDP materials. Click on the **Print** button in your Web browser.

2. **Download and save a form.**

   a. **Downloading a form.** Click on the desired form name to download an executable electronic form file.

   b. **Saving a form file.** The easiest way to save an electronic form file is to **save the file to your desktop**. (The dialog box instructions on your screen will vary depending on which Web browser you have.) You may wish to save the file as a unique filename that you will recognize as the place where the DCDP electronic file is stored. You do not need to insert a floppy disk.

3. **Open the form file.**

   a. Click on the form file to open it. (**NOTE:** The DCDP electronic forms are program files created in OmniForm. **You must open the files from your desktop.** Do **not** try to open a file with word processing software such as Word.)

   b. On the **OmniForm Mailable Filler** opening screen, click **<OK>** to open the form.

4. **Print out a copy of the form.**

5. **Thoroughly review the form and any related instructions, program guidelines, and other DCDP materials.**

6. **Contact DCDP program staff as needed.** Contact program staff with any **program-related questions** about DCDP program guidelines, eligibility issues, supportive materials, and

content of the form. Program staff persons are **not** able to assist you with technical questions about using the electronic forms. (**NOTE:** Call the **DCDP Electronic Forms Technical Assistance Line (352-4996)** Monday through Friday from 7:30 a.m. to 5:00 p.m. with **technical questions about using the electronic forms**.)

7. **Draft responses to the form.**

8. **Complete the electronic form.**

   a. **Fillable areas.** Fill out the form by completing the areas highlighted in yellow.

   b. **Moving around the form.** To move to a check box, blank field, or narrative section, use your mouse cursor or tab key.

   c. **Moving from page to page**. To move to a particular page in the form, click on the page number at the bottom of the form. The selected page is highlighted in black. (**NOTE:** When you have competed the last field on a page, you can also use the tab key to move to the next page.)

   d. **Typing responses.** Type your responses in the yellow areas on the form. The font, point size, and margins have already been specified for each field. You cannot change these settings. **OmniForm does not have a spell check feature in this mode, so make sure to proof your entries.** (**NOTE:** If you type more text into a blank than the field is designed to hold, the size of the text will shrink. If this happens, **STOP** and **adjust the amount of text so that it returns to the point size specified for that section of the form.** Program guidelines and instructions for certain forms require a specified minimum point size for responses. The point size specified for fields in the electronic applications is consistent with these guidelines and instructions. If your form does not conform to the point size specifications, DCDP and its advisory review bodies may rule the form ineligible for review, at their sole discretion.)

   e. **Cutting and pasting responses.** Compose responses to narrative sections of the form in word processing software such as Word or WordPerfect and paste them into the appropriate sections of the form. The text will automatically be formatted with the font, point size, and margins specified for the field. (**NOTE:** If you paste more text into a narrative section than the field is designed to hold, the size of the text will shrink. If this happens, **STOP** and **adjust the amount of text so that it returns to the point size specified for that section of the form.** Program guidelines and instructions for certain forms require a specified minimum point size for responses. The point size specified for fields in the electronic applications is consistent with these guidelines and instructions. If your form does not conform to the point size specifications, DCDP and its advisory review bodies may rule the form ineligible for review, at their sole discretion.)

   f. **Special features.** In addition to pre-set margins, point size, and type face, some forms may include special features to help you complete the form. Special features you may see on some forms are helpful hints on the lower left bar, budget sections that calculate totals, and error messages when your enter incorrect information in a particular field, attempt to enter information in a field that has already been automatically filled, or do not complete a required field. Remember, not all forms will have these features.

9. **Save your work.** Save responses as you go and before you close the form. **You do not have to complete a DCDP electronic form in one sitting, but you will lose the information you have entered if you do not save your work.**

10. **Print the form.** Print the form with your completed responses.

11. **Review, proofread, and edit your responses and revise the form as needed.** Repeat this process as needed. Save the form. Print out a copy of the form.

12. **Sign the form and assemble supportive materials for submission.** Check the form instructions and any related program guidelines for information about signing and submitting the form and submitting any required supportive materials. Follow the instructions and guidelines.

13. **Save a copy of the completed form for your records.**

14. **Submit the form to DCDP.** Submit a hard copy of the original signed form plus any required supportive materials to DCDP by the submission deadline specified in the instructions and/or program guidelines. **Submit the form in the manner specified in the form instructions and/or program guidelines. Do *not* submit the form in any other way.**

Assistance for Electronic Forms Users with Technical Questions about Using the Forms

Call the **DCDP Electronic Forms Technical Assistance Line (352-4996)** Monday through Friday from 7:30 a.m. to 5:00 p.m. for help with **technical questions about using DCDP electronic forms**. Leave your name, phone number, and a specific question or questions on the voice mail. An electronic forms specialist will return your call. (**NOTE:** Electronic forms specialists are **not** able to assist you with program-related questions. Contact DCDP program staff with program-related questions.)